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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 9 September 1958

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 36
3 September - 9 September 1958I. SIGNIFICANT ITEMS

Nothing to report

II. OTHER ACTIVITIES

A. On Monday, 8 September, Writing Workshop No. 21 began with fifteen students. Because of pressure in his office, one student from the DDP withdrew the second day of the course. Six students are from the DDS, five from the DDI, and four from the DDP.

B. On Monday, 8 September, Intelligence Research (Maps) began with five students. In addition to the four students from Industrial Register/OCR, one is from the DDP/PP.

C. On Monday, 8 September, Effective Speaking Course No. 7 began with fifteen students. Eleven are from the DDS, three from the DDI, and one from the DDP.

D. On Monday, 8 September, Dr. [] conducted two seminars for the Intelligence Orientation Faculty. 25

E. On Friday, 5 September, nine students completed Reading Techniques No. 47. Miss [] conducted final interviews this week. 25

III. PERSONNEL NOTES

A. On Tuesday, 9 September, the Office of Personnel notified Miss [] that the medical expenses resulting from the accident which she had in March had been paid in full by the Bureau of Employees Compensation.

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Document No. 141 55
 NO CHANGE in Class. ☒
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 DDA Memo, 4 Apr 77
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 Date: 14 March 1978 By []

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B. Miss [] has accepted a position at the Civil Aeronautics Administration directing their reading improvement program. Her last day of duty at CIA will be Friday, 12 September 1958.

C. On Monday, 8 September, Mrs. [], formerly with the ISB/OTR, reported for duty with the Intelligence Production Faculty.

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*Good girl so far
Picked up the
requirements
fast.*



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